



# **SALTORD PARISH COUNCIL**

**Minutes of the meeting of the Council held in the Avon Room  
at Saltford Hall on Tuesday 5 December 2023 at 7.15pm**

## **PRESENT**

**Councillors:** Jon Godfrey (Chair), Julie Austwick, David Halton, Phil Harding (Chair of Planning Committee), Andy Rice and Paul Smith.

**Officer:** Lottie Smith-Collins.

## **1. MINUTES**

The minutes of the Full Council meeting held on 7 November 2023 at Saltford Hall were confirmed as a correct record and signed by the Chair.

## **2. APOLOGIES FOR ABSENCE**

Apologies for inability to attend were received in advance of the meeting from Cllrs Shayan Aziz, Dudley Bartlett, Gary Graveling, Emma Hughes and Sally Turner.

## **3. DECLARATIONS OF INTERESTS**

Cllr David Halton declared a pecuniary interest in item 8.d 'Planning Matters – Planning Applications – 23/04433/TCA 45 High Street' and declared that he would abstain from voting on this matter.

## **4. PUBLIC TIME**

There were 2 members of the public present.

## **5. CHAIR'S ANNOUNCEMENTS**

Cllr Jon Godfrey welcomed the Chair of Corston Parish Council to SPC's meeting.

Cllr Godfrey confirmed that he and Saltford B&NES Ward Cllr Duncan Hounsell would be meeting WECA Mayor Dan Norris next week to discuss the case for a re-opened Saltford Station.

Cllr Godfrey shared that he had represented SPC in an interview for BBC Radio Bristol at the Saltford Santa Dash 2023 on Sunday 3 December (SPC gave a grant to the Santa Dash Team as resolved in July 2023).

## **6. CLERK'S ANNOUNCEMENTS**

The Clerk shared that Clerk's Announcements had been circulated to Councillors in advance of the meeting, which included the following information:

- Saltford's Remembrance Sunday commemorations on Sunday 12 November, as arranged by 1<sup>st</sup> Saltford Scouts, had gone well. The Clerk expressed

appreciation to Cllr Julie Austwick for representing SPC at the event, and that SPC had shared information with local press following the commemorations.

- B&NES Council had installed a cash-only 'Pay and Display' machine at The Shallows car park, and a new tariff board had been installed adjacent to the machine. The disabled parking spaces had also been rotated to improve access for users.
- Curo had agreed a new Wick House Close allotments licence with Saltford Parish Council with no changes, and the five-year licence had been signed by the Parish Clerk (as authorised under item 13, November 2023).
- Further to SPC's request for a 'safer, cleaner river' and a dedicated water safety / water quality officer post, B&NES Council's WaterSpace officer had responded to state that B&NES Council did not have any funding currently for a dedicated post. SPC had responded to inform B&NES Cabinet Member Cllr Sarah Warren that it hoped in the future that B&NES Council would look to identify funds for a water safety / water quality officer. The B&NES officer also informed SPC that B&NES Council was recruiting for a Better Moorings Project Officer and that this was 'a positive move forwards on this work area'. The B&NES officer also informed SPC that the Environment Agency have responsibility for water quality and pollution and undertake monitoring as part of their regulatory duties, and referred to work currently taking place by Wessex Water. In response, SPC shared information about its meeting with Wessex Water representatives with regards to a water quality app and stated it hoped B&NES Council would support this initiative in Saltford.
- The West of England Combined Authority (WECA) had launched a travel consultation for those who live, visit or work in Bath (end date 24 December 2023). The ['Bath City Centre' consultation has been shared by SPC](#) on its website and social media.
- B&NES Council's Highways had informed SPC that there would be two sets of significant roadworks on the A4 at or near Saltford in 2024, carried out by Wales & West. The first set of roadworks would be in early 2024, with the second set in the summer. SPC awaited further information which would be shared with residents.
- The TTRO (temporary parking restrictions) on High Street and Mead Lane which was due to end on 10 December would continue for a further four months (with five months permitted). Wessex Water had confirmed they would be in place on an as-and-when basis again to allow large vehicle access. Wessex Water had said they would continue to contact residents and businesses by letter in advance of any temporary parking restrictions being activated, and had asked SPC to thank residents for their co-operation during periods of disruption to enable works at their Mead Lane site.
- B&NES Council's Clean and Green team would be visiting Saltford Ward for another 'action week' from 22 to 26 January 2024. Residents had been encouraged to report any tasks e.g. sweeping, weeding, litter picking, sign cleaning etc. via the [FixMyStreet](#) website.
- The SPC office would be closed over the festive and New Year period, and that details were on SPC's website. The Clerk added that any correspondence received during this period would be responded to from Tuesday 2 January 2024.
- SPC's January 2024 meeting would take place on the second Tuesday of the month (Tuesday 9 January), not the first Tuesday of the month as usual. The

meeting would be held in the Wansdyke Room (room behind the main hall building), starting at 7:15pm.

## **7. REPORT FROM B&NES WARD COUNCILLORS**

Cllr Duncan Hounsell stated that the Saltford B&NES Ward Councillors December 2023 report had been circulated to SPC Councillors in advance of the meeting and that residents could request a copy of the report by contacting Saltford's B&NES Ward Councillors (contact information is on the [B&NES Council website](#)).

Aspects of the report were summarised by Cllr Duncan Hounsell, which included information as follows:

- The VAS (Vehicular Activated Sign) located on the A4 Bath Road (near The Glen junction) would be examined by a B&NES Council contractor following its recent failure to function, and that if repairs were required these may not take place until the 24/25 year due to budgetary reasons.
- A [carbon footprint report for Saltford](https://impact-tool.org.uk) had been generated from the <https://impact-tool.org.uk> website which Cllr Hounsell shared would be of interest to SPC and residents.
- A planning application was expected from ALDI to propose the development of a new supermarket on land immediately west of the ESSO garage on the A4 Bath Road in Keynsham.

## **8. PLANNING MATTERS**

### **a. Decisions and appeals**

**The Clerk reported that the following applications have been PERMITTED (with conditions) by B&NES Council:**

23/03159/FUL - Rockside Mead Lane Saltford BS31 3EP (Revised). Erection of front balcony, two storey side extension, garage and associated alterations following removal of conservatory and existing garage. Ian and Virginia Campbell

23/03772/VAR - Sewage Purification Works Mead Lane Saltford BS31 3ER. Variation of condition 27 (Plans List (Compliance)) of application 21/02322/FUL (Construction of a new private single lane vehicular access road, including a bridge across the River Avon, to Saltford Water Recycling Centre from the A431. The proposal includes landscape planting, flood compensation storage, a new permissive footpath and a wetland scrape). Mr Paul Lewis

23/03628/FUL - 3 Fairways Saltford BS31 3HX. Erection of a single storey side extension with associated works. Mr Tobin

**The Clerk reported that the following application had received CONSENT by B&NES Council:**

23/03382/LBA - The Crown 500 Bath Road Saltford BS31 3HJ. External alterations

for repainting frontage of public house. Greene King Plc Greene King

**The Clerk reported that the following applications have NO OBJECTION by B&NES Council:**

23/03719/TCA - 53 High Street Saltford BS31 3EJ. Twisted Willow T1 - pollard by 6ft. JHS Tree Services

23/03720/TCA - 55 High Street Saltford BS31 3EJ. Willow T1 - pollard by removing 3-4 metres. JHS Tree Services

**b. Planning contraventions**

The Clerk shared that SPC had received an update from the Case Officer in relation to Planning Enforcement case ref. no. 22/00363/UNAUTH - Parcel 8831 Bath Road, Saltford. The Case Officer confirmed that they and a colleague had visited the site again to take photos, which had been submitted to the DVLA to identify vehicle owners, and that they would contact B&NES Council's legal team to start prosecution proceedings. The Case Officer informed SPC that they would keep SPC updated on any developments.

**c. Planning items of urgent information**

The Council noted that information about a proposed new Aldi supermarket on A4 Bath Road Keynsham – as referred to in Item 7 'Report from B&NES Ward Councillors' (above) - had been made available to SPC by representatives of the company, and that SPC would look to respond to any formal planning consultation once a request for planning permission had been submitted to the Planning Authority (B&NES Council).

**d. Planning applications** – As a statutory consultee, the Council considered the following planning applications in respect of which Bath & North East Somerset (B&NES) Council had invited comments (text taken directly from information supplied by B&NES Council):

**23/04319/TPO - St Marys Church Queen Square Saltford BS31 3EL.** T6-Oak tree, remove three low hanging branches, identified as a potential risk. Saltford Parish Council

It was resolved that B&NES Council be advised that this Council **SUPPORTS** this application.

**23/04325/FUL - 434 Bath Road Saltford BS31 3DH.** Install Daikin EDLA11DA3V3 Air source heat pump at ground level in front of the property. The size of the unit is 1380mm wide 460mm deep and 870mm high with a sound power of 62dBA. Mr Graham Johnstone

It was resolved that B&NES Council be advised that this Council **SUPPORTS** this application.

**23/04433/TCA - 45 High Street Saltford BS31 3EJ. T1-Cypress, fell. JHS Tree Services**

It was resolved that B&NES Council be advised that this Council **COMMENTS ON** this application:

**COMMENT:** The Parish Council notes that a reason for why this non-native rear garden tree in Saltford's Conservation Area needs to be felled is not given or posted on the B&NES Council website. If B&NES Council has no objection to the removal of this tree, the applicant should be encouraged to plant a replacement tree of a species native to NE Somerset to provide ongoing wildlife habitat in Saltford for the longer term.

**e. Planning Policy: B&NES Council Local Plan including SPC's request for 'Saltford South' landscape designation (AGLV or LGS).**

The Council received an update from Cllr Phil Harding (Chair of Planning Committee) following SPC's meeting on Monday 20 November with B&NES Council's Planning Policy officers (also attended by representatives of Keynsham Town Council, and B&NES Ward Councillors from Saltford and Keynsham) with regards to the B&NES Council Local Plan, and specifically relating to SPC's resolution to request landscape designation for 'Saltford South'. Cllr Harding shared that SPC had been informed by B&NES Council that its bid for landscape designation had been dismissed. Cllr Harding stated his view that the reason given by B&NES Council, that it would have to offer similar in other areas, was not viewed as a sound reason for refusal. Cllr Harding proposed an item for SPC's January 2024 agenda to discuss whether to reaffirm SPC's view for landscape designation, and if so, to identify acceptable options for SPC to submit to B&NES Council ahead of the Local Plan Options Consultation. The Council supported the agenda proposal. Cllr Harding shared that those who had attended the meeting had suggested a working group be formed so SPC could better address matters relating to the new Local Plan, and that this would be discussed under item 9 (below).

The Council also received an update from Cllr Harding following his attendance on Wednesday 30 November with B&NES Council's Planning Policy officers, Keynsham Town Council representatives and B&NES Ward Councillors from Keynsham and Saltford, specifically relating to matters associated with Keynsham and the new B&NES Council Local Plan. Cllr Harding shared that at the meeting attendees had been informed that B&NES Council options papers were likely to be released in late January 2024 for B&NES Council Cabinet discussion in early February, and that it was expected that the 'options consultation' would open a short period after the B&NES Cabinet meeting.

**f. B&NES Ward Councillor Local Plan public meeting**

Cllr Jon Godfrey shared that Saltford's Ward Cllrs Duncan Hounsell and Alison Streatfeild-James would host a public meeting about the B&NES Council Local

Plan, which would be held following the release of 'options consultation' papers by B&NES Council, at 7pm on Friday 26 January at Saltford Hall.

Cllr Godfrey added that a representative from SPC had been invited to attend and speak at the meeting. It was resolved that Cllr Jon Godfrey, as SPC Chair, would represent Saltford Parish Council. It was also agreed that SPC would share in advance of the meeting that Cllr Godfrey would be present via its communication channels.

## **9. CREATION OF WORKING GROUP: LOCAL PLAN**

The Clerk provided guidance to the Council on the benefits and limitations of a working group as a short-term purpose 'task-and-finish' group. Following this the Council resolved to create a working group to address matters relating to B&NES Council's new Local Plan 2022 to 2042 (to be known as the 'SPC Local Plan Working Group').

It was agreed that four SPC Councillors would be members of the working group. The following Councillors were agreed as members:

- Jon Godfrey – Chair of Saltford Parish Council
- David Halton – Vice Chair of Saltford Parish Council
- Phil Harding - Chair of SPC's Planning Committee
- Gary Graveling – Member of SPC's Planning Committee (consent given in advance of the meeting)

It was resolved that the Local Plan Working Group would meet on a regular basis during the period of the B&NES Council Local Plan process timeline, with the working group likely to disband in 2025 following the adoption of the new Local Plan.

It was agreed that the group would meet in time for any recommendations to be sent to Full Council for formal discussion and resolution.

It was resolved that membership of the working group could potentially be extended to members of the public in due course, and that this was a matter that the working group would consider and - if required - request as a future agenda item.

## **10. FINANCIAL MATTERS**

- Monthly Financial Report** – The Clerk presented the report for November 2023, as recorded below. The report was considered and accepted by members.
- Schedule of Expenditure** – The expenditure listed in the schedule for December 2023 as recorded below was authorised and the schedule was signed by the Chair of the meeting.
- Annual WordFence subscription** – The Council authorised a spend to

iTeam Solutions of £120+VAT (total £144) for the cost of a premium WordFence annual licence for SPC's website (Budget heading: Publicity).

- d. **Website maintenance and support** – The Council authorised a spend of £231+VAT (total £277.20) to iTeam Solutions for a block purchase of four pre-paid hours for IT Support (Budget heading: Publicity).
- e. **Society of Local Council Clerks membership** – The Council authorised expenditure of up to £240 to renew the Clerk's membership of the Society of Local Council Clerks for 2024 (Budget heading: Training).

## **11. NORMAN ROAD PHONE BOX – MINI-PILLAR INSTALLATION (INCLUDING SPEND) AND PROJECT UPDATE**

The Clerk provided a brief update on the Norman Road phone box project, including that quotes had been sought based on the specification of works (as agreed at SPC's November meeting) for mini-pillar installation, as required to achieve National Grid connection to power a defibrillator.

The Council discussed the quotes received and resolved to accept a quote of £1,062.50+VAT (Budget heading: Insurance) from Mobius Group for mini-pillar (feeder pillar) installation adjacent to the Norman Road phone box.

The Clerk provided a summary of spend to date for the project, confirming that it remained in budget (Budget lines: Insurance and Council Led Schemes). The Clerk stated that SPC aimed for all spend associated with the project to occur prior to the end of the financial year.

## **12. CHURCHYARD INSPECTION AND MEMORIAL SAFETY CHECK**

The Clerk reported that planning permission had been sought for works on the large oak tree as resolved at the November meeting, and that the consultation was currently live (see Item 8.d, above). The Clerk also shared that St Mary's Church had confirmed a faculty would be required prior to any tree works and that once planning and faculty permissions were in place that, if permitted, quotes for work be sought.

The Clerk stated that a stonemason had been approached for a quote for the possible wall works required near the oak tree, and that the Church and nearby landowner had been informed. The Clerk added that an engineer's wall inspection was due in early 2025.

Cllr David Halton, as a member of the Churchyard Working Group, shared that he had met a resident at the churchyard, the purpose of which was to discuss SPC's implementation of its safety management responsibilities and communications about these. Cllr Halton shared that he had subsequently followed up their discussion with

a letter to respond to the matters raised by the resident.

### **13. REVIEW AND RE-ADOPTION OF SPC's COMPLAINTS PROCEDURE**

The Council agreed changes to SPC's Complaints Procedure and resolved to adopt the updated document.

### **14. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES**

The Clerk informed the Council that SPC's 'Hedgehog Highways' environment project had officially launched with information on SPC's website, social media and noticeboard. The Clerk added that 60 signs at a cost of £137.50 had been purchased to date from the British Hedgehog Preservation Society (Budget line: Environment). Due to capacity issues at the Post Office and Library (as proposed at the November meeting) it was agreed that direct distribution of signs would instead take place immediately before SPC meetings, and that signs would be distributed at no cost to Saltford residents with a suggested maximum of two signs per household. Pending demand, it was also agreed that SPC could look to give to other groups, mainly local children and young people, similarly to seed ball distribution during the Saltford Wildflower Project.

The Clerk shared that SPC had been informed that street tree planting at Stratton Road and Norman Road by B&NES Parks and Events, funded by the Trees for Climate grant, had taken place in November. SPC had supported proposals for street tree planting at this location.

The Clerk also shared that Cllr Gary Graveling had passed on information that B&NES Council had installed several 'bug hotel' benches at the green space adjacent to the Claverton Road play park (behind the primary school). The Clerk added that the bug benches were part of a wider WECA funded pollinator project, of which SPC had been a named partner in B&NES Council's funding bid to WECA.

Cllr Phil Harding raised to the Council's attention that an external environmental project between local group 'Saltford4Nature' and B&NES Council was in progress on the public green space in front of Saltford House. He shared that B&NES Council had prepared two flower beds at which Saltford4Nature volunteers would plant perennial flowers. Cllr Harding informed the Council that the grass cutting regime at the location had been changed, and would take place every 2-4 weeks during the growing season. SPC viewed the project positively and stated that it would be beneficial if other small green spaces in the village could benefit from similar initiatives.

### **15. DATA PROTECTION AND GDPR UPDATES**

Cllr Jon Godfrey emphasised the importance of confidentiality when receiving information as a SPC Councillor and encouraged Councillors to direct residents to SPC's published material for information (e.g. SPC's websites, minutes etc).



## **16. PUBLICITY**

The Council agreed items for SPC's upcoming SCAN page (January / February 2024 edition).

## **17. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES**

Cllr Phil Harding reported that the Saltford Environment Group (SEG) AGM had taken place on 13 November 2023.

Cllr David Halton reported that he had attended the Saltford Business Network (SBN) meeting on 4 December 2023, and that it had been positive to meet with several new network members.

## **18. ITEMS OF URGENT INFORMATION FROM COUNCILLORS**

No items were reported.

The meeting closed at 8.55pm

Date confirmed ...../...../.....

Signed.....

### **Next SPC meeting:**

The next full council meeting will take place at 7:15pm on Tuesday 9 January 2023 in the Wansdyke Room at Saltford Hall.

# SALTFORD PARISH COUNCIL

**Schedule of regular expenditure during December 2023**  
 – for authorisation by the Council at its meeting on 5 December 2023.

<b>Description</b>	<b>Amount</b>	<b>Method</b>	<b>Budget heading</b>
December staff costs total inc. salary, pension, HMRC tax and National Insurance (inc. NJC backpay to April 2023)	2710 estimate, 2800 maximum	Online BACS	Office staff
December SCA Hall hire	40 estimate 60 maximum	Online BACS	Hall hire
December inTouch Communications Ltd phone system	27 (plus VAT) estimate 35 (plus VAT) maximum	Direct Debit	General administration
December Ambience Landscapes churchyard maintenance	175 (inc VAT) estimate 195 (inc VAT) maximum	Online BACS	Churchyard Maintenance
December monthly One Drive subscription	2 (inc VAT) 3 max	Direct Debit	General Administration
December Stationary, IT supplies, and postage	10 estimate 60 max	Online BACS / Clerks expenses	General Administration
Chair's Allowance Oct-Dec	75	Online BACS	Chair's Honorarium

The following sums have been transferred from the Business Instant Deposit Account into the Current Account to cover outstanding invoices and expenditure:

**Date: 28.11.23**

**Amount: £5000**

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 5 December 2023.

SIGNED.....  
 CHAIR / VICE-CHAIR

DATE:.....

# Saltford Parish Council

Monthly Financial Report for November 2023 - Month 8

Quarter period 3

	Budget to date	Actual to date	Budget Year end position
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## RECEIPTS:

Precept & any grant	£49,534	£49,534	£49,534
Interest on Investments	£20	£360	£30
Other Income: Allotments	£113	£79	£170
VAT Reimbursements	£800	£2,308	£800
Other	£0	£1,257	£0
<b>Subtotal without CIL</b>	<b>£50,467</b>	<b>£53,538.49</b>	<b>£50,534</b>
CIL Payments	£0.00	£0	£0
<b>Total Income</b>	<b>£50,467</b>	<b>£53,538</b>	<b>£50,534</b>

## PAYMENTS:

General Administration	£833	£444	£1,250
Office accommodation	£1,000	£1,500	£1,500
Office Staff	£21,233	£21,493	£31,850
Office Equipment	£200	£162	£300
Training	£800	£860	£1,200
Auditing	£500	£600	£500
Insurance	£550	£4,100	£550
Publicity	£1,167	£691	£1,750
Subscriptions	£27	£85	£40
Chairmans Honorarium	£200	£150	£300
Councillors' expenses	£67	£0	£100
Hall / Room Hire	£367	£397	£550
Maintenance: Church Yard Grounds	£1,667	£1,126	£2,500
Allotments	£100	£408	£150
Churchyard Special Maintenance Projects	£667	£640	£1,000
Allotment site rent	£67	£100	£100
Miscellaneous Grants	£667	£1,000	£1,000
Council led schemes	£1,000	£25	£1,500
Environment schemes	£667	£116	£1,000
VAT	£667	£1,185	£1,000
<b>Subtotal without CIL</b>	<b>£32,443.33</b>	<b>£35,081.86</b>	<b>£48,140.00</b>
CIL-related expenditure	£0	£0	£2,582
<b>Total Payments</b>	<b>£32,443</b>	<b>£35,082</b>	<b>£50,722</b>

## BALANCE AT END OF MONTH:

Current account	£4,289
Business Instant Access account	£60,324

Cash£0

TOTAL CURRENT BALANCE£64,613

CIL-related cashflow	Balance at 31/03/23		CIL-income 23/24	CIL-expend 23/24	CIL balance
	£5,163		£0.00	£0	£5,163